



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 3.1.5	Subject: ENTRANCE PROCEDURES & DETAINMENT OF NON-OFFENDERS		
Reference: DOC Policy No. 3.1.5		Page 1 of 13 and 4 attachments	
Effective Date: February19, 2001		Revision: (new effective date) July 25, 2012	
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Signature / Title: /s/ Gayle M. Lambert / Administrator			

I. PURPOSE

To maintain the integrity of facility security through a perimeter security system which includes effective entrance and egress procedures that allow passage of authorized persons, items and traffic in and out of the facility property. This includes the secure fenced perimeter, the Industries Compound, as well as the surrounding two mile area of MCE Ranch property.

II. DEFINITIONS

CJIN/NCIC – the acronym for: Criminal Justice Information Network/National Criminal Information Center.

Checkpoint – the location designated as the official initial entry and exit point to MSP/MCE property.

Construction Contractor – any individuals employed by a private company that is contracted by the Department of Corrections or Department of Administration, Architecture and Engineering Division to work on construction projects at MSP/MCE.

Contractor – an individual employed by a private company that is contracted by the Department of Corrections. This may include nurses, mental health or medical professionals or other persons who contract with MSP/MCE or DOC to provide services.

DOC Staff – for the purposes of this operational procedure means Montana Department of Corrections employees that are not employed by the MSP or MCE Division, do not routinely work at the MSP/MCE facility, and are not identified as DOC Staff Core Members.

DOC Staff Core Members - DOC staff who have completed the necessary staff training or obtained the appropriate approval to access any location within the MSP/MCE facility. These staff will have a picture chit assigned to them for the Staff Verification Board.

Entrance Badge – a badge given to visitors at the MSP/MCE facility, regardless of the type.

Industries Compound – the area which includes the MCE Industries, the MCE Vocational Education Program, and the MSP/MCE Maintenance operations within a fenced perimeter, which is adjacent to the secure fenced perimeter.

Inmate Visitor – an inmate social visitor entering MSP/MCE property on designated visiting days or for other approved visits.

MSP/MCE Property - property at the MSP/MCE facility in Deer Lodge which includes the main prison facility campus within the secure fenced perimeter, the Work and Reentry Center (WRC), Martz Diagnostic Intake Unit (MDIU) as well as the surrounding one mile area of MCE Ranch land.

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MSP/MCE Staff - for the purpose of this procedure means an MSP, MCE, Board of Pardons and Parole employee, BOP Board member, or a DOC Staff Core Member. This will also include contract staff (such as nurses, dentists, mental health, etc.) that have attended an MSP training program and have been provided an MSP identification card and picture chit.

MSP/MCE Staff Family – for the purpose of this procedure means a member of an MSP/MCE staff member’s family, including spouse, children, parents, siblings, grandchildren, foster children, and foster parents.

Official Visitor – means a person that has official business at MSP or MCE. These persons may include: state and federal government officials/employees, attorneys (*does not include inmate retained attorneys or attorneys whose purpose is to meet with an inmate*), members of the Judiciary, legislators, local, state, or federal law enforcement personnel, state or federal correctional/law enforcement personnel, DOC or MCE Advisory Committee members, untrained contract or part-time service providers, or other dignitaries recognized by the Warden/MCE Administrator or a member of their management team.

Proper Personal Identification Card – a government issued identification card with an individual’s photograph, physical description, and dates of issue and expiration. For the purposes of this operational procedure this will include valid driver’s licenses, DOC/MSP identification cards, or other agency identification cards.

Reasonable Suspicion Searches - a search of a particular area or person where there is reasonable suspicion to believe that there has been a violation of law and/or procedure for a previously identified reason.

Secure Fenced Perimeter - for the purposes of this operational procedure refers to the double security fenced main perimeter surrounding the low security, high security, maximum security, and MDIU compounds.

Associate Warden of Security - the person designated by the Warden to manage MSP security operations.

Trained Volunteer – a non-employee who has been approved by the Warden and/or the MCE Administrator to provide volunteer services for MSP or MCE, assisting with self help groups, religious programs, and other organized inmate groups.

Vendor - for the purpose of this operational procedure means a person who is employed by a company that sells goods or services to MSP/MCE, including delivery persons, service or repair technicians, veterinarians, consultants, salespersons, cattle buyers, milk truck drivers, etc.

Visitor (other than Official Visitors) – any person entering MSP/MCE property that is not a DOC or MSP/MCE staff member, vendor, construction contractor, official visitor, inmate visitor, or MSP/MCE staff family member. These persons may include legal visitors, trained volunteers, a member of a tour group, contractors (not including construction contractors), an employment applicant, or attendees or witnesses to public meetings or hearings.

III. PROCEDURES

A. General Provisions

1. The MSP/MCE property encompasses approximately 38,000 acres. The entrance procedure outlined here will cover the MSP/MCE facility property which includes the

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main work areas within this acreage where it is possible to control movement into and out of the appropriate areas.

2. The Check Point location is the main authorized entry and exit point. The entrance near Ranch 2 is for the use of MCE Ranch employees performing work duties and is not an authorized entry and exit point for staff. Staffing of entrances and exits will be sufficient to ensure proper supervision of all perimeter gates and the secure operation of these areas. At a minimum, all entrance posts, with the exception of Ranch 2, will be staffed to allow for direct identification and searches of all persons entering MSP/MCE.
3. The Wallace Building Lobby, the Rear Guard Station, and the Change House are the pedestrian traffic control points for MSP.
4. Refer to the *Prohibited Items List (attachment A)* for items that are not allowed within the Secure Fenced Perimeter, Industries Compound, WRC, MDIU and any work area outside of the fenced perimeter. The items on this list are not all inclusive, but any item that negatively impacts the security of the facility or staff's performance of their job duties is not allowed.
 - a. Personal cell phones, I-pads, tablets and other personal communication equipment that affords the user the ability to send or receive information by means other than this facilities authorized telephone system are allowed in the Wallace Building by staff, DOC staff, and Official Visitors, but are not authorized inside the secure fenced perimeter, the Industries Compound, WRC, MDIU or off-site duty stations (i.e. hospital duty) unless approved by the Warden in advance. MCE staff must have authorization from the MCE Administrator for use at the WRC. Refer to the *Prohibited Items List* for further clarification.
 - b. Personal portable audio, video or gaming electronic entertainment devices are prohibited inside the secured fenced perimeter, Industries Compound, WRC, MDIU, or off-site duty stations (i.e. hospital duty).
5. This operational procedure does not include the process outlining public use of MCE ranch lands for archery hunting, big game retrieval, or other authorized recreational activities. These are outlined in *MSP 2.1.3, Land Use Restrictions*.
6. Persons that enter MSP/MCE facility property other than through the established entrance, or as approved in advance by MSP/MCE Administration, are subject to removal from the property and are subject to criminal charges.
7. A Command Post Lieutenant or higher in the chain of command are authorized to waive individual requirements of this operational procedure (i.e. background checks, advance notice, etc.) for unique or extenuating circumstances.
8. Any group that consists of more than five persons will be considered a tour group, as identified in *MSP 1.1.10, MSP/MCE Tours*.
9. All inmates allowed to move through MSP/MCE entrances will be searched in accordance with procedure outlined in *MSP 3.1.17a, Searches*.
10. Inmate visitors on the approved Correspondence/Visiting List and visiting in the structured environment of established visiting rooms are subject to separate entrance criteria as outlined in *MSP 3.3.8, Inmate Visiting*.
11. All entrance and exit sallyports into the secure fenced perimeters at MSP will be operated in a manner that prevents both doors and gates from being opened at the same time. These areas include Main Control, Tower I, Tower III, Tower IV, Guard Station, Change House, and MDIU control room. Manual override capability will be available at all of these locations for emergency situations. Any override requires authorization from the Shift Commander.

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B. Advance Entrance Authorization and Background Check Procedures

1. At least 72 hours prior to an official visitor, contractor, and/or vendor being authorized to enter the secure fenced perimeter, an *Entrance Authorization form (attachment B)* and Criminal Background Check must be completed and distributed.
 - a. A DOC, MSP or MCE staff member representing the department sponsoring the visit will complete the necessary authorization form based on discussion as needed with those wishing to enter the MSP/MCE Property.
 - b. The staff member who initiates the *Entrance Authorization form* will give it to a MSP/MCE CJIN/NCIC operator to conduct a criminal background check on the individuals listed.
 - c. Based upon the results of this check and the following criteria, all requests for admission into the secure fenced perimeter will be approved or disapproved by the Shift Commander.
 - 1) The individual(s) should have no Felony convictions in the past 5 years.
 - 2) The individual(s) should have no Misdemeanor convictions for violent, disorderly, domestic, or drug related charges in the past 3 years.
 - 3) The individual(s) should have no verifiable questionable criminal / administrative activity or associated information with regard to their character which causes concerns for facility security and staff and inmate safety.

The individual(s) must provide documentation regarding disposition of charges when requested by MSP/MCE officials.
 - d. Only certified MSP/MCE CJIN/NCIC staff operators, Command Post staff or higher will have access to the CJIN information.
 - e. Appropriate persons will be notified of approval or disapproval. Questions regarding disapproval must be directed to Command Post staff, the Associate Warden of Security, Warden, or MCE Administrator.
2. Official visitors, vendors, and contractors requesting authorization to enter the Industries Compound or MSP/MCE areas outside the secure fenced perimeter are not required to undergo a criminal background check, however an *Entrance Authorization form* is required for non-routine access to these designated areas. Contractors working on construction projects in these areas for an extended period of time may be required to pass a background check dependent on the project, level of staff supervision, and whether or not they will have contact with inmates in the work areas.

Note: Any members of the public attending public hearings at MSP, such as Parole or Sentence Review board hearings, are required to undergo background checks.

C. Security Identification Requirements for Entry and Exit & Entrance Badges

1. All persons over the age of 16 entering the MSP/MCE property are required to provide a proper personal identification card. Anyone that cannot be properly identified by the Check Point Officer and/or Wallace Building Lobby Officer will not be allowed past these locations.
2. DOC, MSP, and MCE staff must present their work issued ID to the Check Point Officer upon entry, and must wear this ID in a visible location on their person at all times while working on facility property (*see section D.3. below on the protocol for staff who don't have their work issued ID upon entry*).
3. MSP/MCE staff family, official visitors, visitors, vendors, and contractors entering MSP/MCE property may be required to exchange their personal identification card for an

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Entrance Badge (see *attachments C and D*) depending on the location they are at the facility to visit.

- a. They must produce appropriate documentation or information about the nature of their business at MSP/MCE, or have been cleared in advance by an *Entrance Authorization form* which will be available at the entrance points.
 - b. MSP Human Resources staff will submit a list with the names of prospective employees to the Shift Commander for entrance authorization no later than 24 hours prior to the scheduled interview. Command Post staff will provide a copy of this list will to the Check Point and Wallace Building Lobby Officer.
 - c. The Check Point Officer will contact the appropriate location for verification when a person(s) arrive at Check Point explaining they have an appointment and there is no *Entrance Authorization form* available to document the appointment.
 - d. The respective entrance post officer will clear civilians leaving MSP/MCE property through Check Point, Main Control, Guard Station, or Lobby posts.
 - e. Command Post staff may waive the identification card requirement if the person is at MSP/MCE for legitimate business purposes and can be verified by other means.
4. Entrance badges will be used as applicable for official visitors, visitors, vendors and contractors as outlined in this operational procedure.
 5. Entrance badges (see *attachment D*) will be made and authorized through MDIU Admissions staff. The badges utilized will be as follows:
 - a. Inmate Visitor badges - designated by orange color and pre-numbered.
 - b. Official Visitor, Visitors, Staff Family, Vendor badges - designated by red with white background color and pre-numbered.
 - c. Construction Contractor badges - designated by green with white background color and pre-numbered.
 6. Entrance badges will only be issued out of the MCE Office, MSP Wallace Building, and the Rear Guard Station (only for deliveries in the Industries Compound). Each location will have a predetermined number sequence of badges. The staff member designated to issue entrance badges at their post or work location will exchange the appropriate entrance badge for the person's personal identification card and will maintain a logbook at their work location noting the issue and return of all entrance badges under their control.
 - a. MCE staff will issue entrance badges to those individuals that go to the Industries Compound, work areas outside of the secure fenced perimeter, and the WRC to conduct MCE business.
 - b. The Wallace Building Lobby Officer will issue entrance badges to all visitors approved to enter the Wallace Building or inside the secure fenced perimeter.
 - c. Persons who have business both within the MCE areas and inside the secured fenced perimeter will retain the entrance badge that was first assigned to them at the Wallace Building lobby or the MCE Ranch Office.
 7. At no time will staff allow an inmate to handle an entrance badge or have access to stored entrance badges.

D. Check Point

1. All persons entering and exiting MSP/MCE property will come to a stop at Check Point and present their proper identification to the officer at Check Point for authorization to proceed.

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2. The Check Point Officer will complete a visual cursory search of the vehicles interior for contraband, unauthorized items, or unauthorized passengers.
3. The Check Point Officer will clear staff members to proceed to their work location after checking proper identification.
 - a. If an employee does not have their identification card, the Check Point Officer will call the Command Post for approval to allow entry.
 - 1) Upon entrance to the Wallace Building the employee will go to the Command Post to receive a temporary ID which will be light blue in color (*see attachment D*).
 - 2) Command Post staff will log the information regarding the lost ID and notify the person's supervisor that they have been issued a temporary ID.
 - 3) The employee will return the temporary ID to Command Post staff at the end of the day in which the ID was issued.
 - 4) Command Post staff will account for all temporary IDs at the end of the business day by reconciling the number of assigned temporary ID cards with the logbook entries.
 - 5) As needed, Command Post staff will follow up on missing ID cards with appropriate staff and/or their supervisor.
 - b. Staff who regularly require a temporary ID may be subject to discipline through their chain of command.
4. All non-staff members will provide proper identification and appropriate documentation of the nature of their business at the facility.
 - a. If applicable, the Check Point Officer will use the *Entrance Authorization form* for verification.
 - 1) If there is no *Entrance authorization form*, or the officer has questions, the officer will notify the appropriate work area or Command Post staff for instructions. As necessary, the Check Point Officer will require the non-staff member(s) to wait at the Check Point until the nature of the business is verified and clearance is granted.
 - 2) Dependent on the nature of the business the person(s) are at the facility to conduct, the Check Point Officer will direct the individuals to the MCE Office (adjacent to Check Point), Wallace Building, MDIU, WRC, or one of the work areas outside of the secure fenced perimeter as outlined in the appropriate section below.
 - b. An *Entrance Authorization form* is not required for inmate visitors, delivery vehicle drivers, and DOC staff.
5. Appropriate signage related to items not allowed on MSP/MCE property will be posted at the Check Point location.

E. Weapons Storage for Law Enforcement Visitors

1. Under normal circumstances law enforcement personnel will not be allowed to bring a weapon or ammunition inside the secure fenced perimeter.
2. Law enforcement officers and Highway Patrol troopers who enter prison grounds to conduct business *where they are not going into an MSP/MCE building* will not be required to secure their weapons in the Check Point weapons lockbox. The Check Point Officer will caution the officers and troopers to take the necessary precautions regarding weapons as inmates may be in the vicinity.

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3. Law enforcement or MSP Transportation officers transporting inmates to/from MDIU or Tower I sallyport are required to leave their weapons and ammunitions in the weapons lockbox at the Check Point location. The Check Point Officer will follow the procedures as outlined in their post orders for depositing and withdrawing weapons in the weapons lockbox, including:
 - a. Activation of the weapons storage withdrawal lights.
 - b. Directing visiting law enforcement personnel on the proper procedure for depositing and withdrawing their weapons and/or ammunition from the weapons lockbox.
 - c. Not allowing officers access past the Check Point location until all weapons and ammunition are secured inside the weapons lockbox.
4. MSP staff may utilize either the Check Point or Tower I weapons lockboxes for storage of state issued duty weapons and ammunition, depending on the situation.
5. In emergency situations, the Check Point Officer will contact Command Post staff for additional direction regarding weapon and/or ammunition storage.
6. MSP and MCE employees are strongly cautioned to not bring their personal weapons and ammunition onto MSP/MCE property. In those cases where they do, they will not store them in the weapons boxes, but will secure them out of sight in a locked vehicle.

F. Outside of the Secure Perimeter

1. Official visitors, vendors, and contractors going to a MSP/MCE location outside of the secure fenced perimeter will be cleared through Check Point by a MSP/MCE supervisor or an *Entrance Authorization form* to go to a designated location. Vendors going to work locations outside the secure fenced perimeter are not required to have an entrance badge. A staff member will meet the person(s) at the designated location and provide the appropriate escort and supervision.
2. Official visitors, vendors, and contractors going into the Industries Compound or the WRC for MSP/MCE business will require an entrance badge, which will be issued by the MCE Office. Vendors making deliveries in the Industries Compound will be issued an entrance badge at the Rear Guard Station before making the deliveries in the Industries Compound. An *Entrance Authorization form* or clearance by the MCE/MSP work area or Command Post is required.
3. Persons requiring an entrance badge will be cleared through Check Point by MCE staff and either escorted or met at the entrance to the Industries Compound or the WRC.
4. Official visitors, vendors, and contractors who will be entering the Industries Compound or the Work and Re-entry Center for MCE business will be allowed to park their vehicles at the parking areas adjacent to these locations. Escorting staff must ensure that these vehicles are appropriately locked, and secured.

G. Inside the Secure Fenced Perimeter, Work and Re-entry Center, and MDIU

1. The Check Point Officer will instruct official visitors, visitors, vendors or contractors who are at the facility for business inside the secured fenced perimeter to park their vehicles in the Wallace Building parking lot and proceed to the Wallace Building visitor entrance.
2. The Wallace Building Lobby Officer will process official visitors, visitors, vendors or contractors entering the secured fenced perimeter through the Wallace Building.
 - a. The Lobby Officer will issue entrance badges to visitors, official visitors, vendors, and contractors going into the secure fenced perimeter, WRC, and MDIU.

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- b. After being processed in the lobby, designated staff will escort these individuals while they are at the facility.
 - 1) If the individuals need escort to the MDIU or Work and Re-entry Center staff will transport them in a state owned vehicle.
 - 2) Depending on the need for specific vendor / contractor equipment or materials they may be authorized to drive and park their vehicles at other designated locations.
3. MSP, MCE and DOC staff will check in with the Lobby Officer and have their DOC picture ID clearly visible.
 - a. Once cleared by the Lobby Officer, MSP/MCE staff will hang their issued picture chit on their designated hook on the Staff Verification Board and proceed to their work location.
 - b. DOC Staff Core members will identify themselves to the Lobby Officer as DOC employees. They will place their issued picture chit on their designated hook on Staff Verification Board.
 - c. DOC employees who are not DOC Staff Core members will present their DOC identification card to the Lobby Officer, who will record their name in the logbook.
 - 1) The Lobby Officer will inform them to utilize their DOC identification card as identification.
 - 2) If these individuals are going to any location but the Wallace Building, a staff escort may be required.
 - d. The Lobby Officer will stamp the top of one hand of each visitor, vendor, or contractor with ultraviolet light reflecting ink (using stamps of a variable pattern) to help ensure that inmates do not leave the facility in disguise.
 - e. The Lobby and /or Main Control Officer will log every inmate that passes to and from the Lobby through the Main Control Sallyport in the appropriate log book.
 - 1) The Main Control Officer will ensure that inmate workers allowed through Main Control into the Wallace Building for janitorial work have the appropriate picture ID card and work roster designations for clearance. Inmate maintenance workers will not be allowed in the Wallace Building while staff or visitors are being processed by entrance officers.
 - 2) The Shift Commander is the only person who can authorize any other inmate traffic through Main Control.
 - f. Except for WRC and MDIU Unit staff, MSP/MCE employees who have offices or work locations outside of the fenced perimeter (Ranch, Dairy, Food Factory, Canteen, WRC, Warehouse, etc.) will check in at the MCE Ranch Office, hang their issued picture chit on the Staff Verification Board, and proceed to their work location. These staff members will not have a space/hook to hang their picture chit in the Lobby.
 - g. When entering or exiting the Industries Compound at the Rear Officer Station or the main prison compound through the lobby, these staff members will log in and out in the appropriate log books.
 - h. During the time that the Rear Guard Station is not manned, the entries should be made into the Change house log book.

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H. Searches

1. Unless otherwise directed, DOC staff, BOP staff, Parole Board members, Official Visitors, and MSP/MCE Staff Family will not be searched when entering the facility.
2. Visitors, vendors, and contractors entering the fenced secure perimeter through the Wallace Building Lobby or Rear Guard Station will be subject to search.
3. MSP/MCE employees at Montana State Prison are subject to search, as determined utilizing a random number provided by the Command Post. A log will be maintained of staff that have been subject to search.
4. Search procedures will be as follows:
 - a. Metal detector scan.
 - 1) If a person is unsuccessful in clearing the walk-through metal detector during their first pass through, the officer will require them to pass through it a second time.
 - 2) If the person is unsuccessful in clearing the walk-through metal detector during their second pass through, the officer will attempt to pinpoint the location of the questionable item(s) with a hand held metal detector. The officer will then conduct a clothed body search on the individual to identify the questionable item(s). If the questionable item cannot be determined, the person will not be allowed access into the facility.
 - b. Search of the persons belongings, including all loose articles.
5. All briefcases, tote bags, food bags, etc. allowed by operational procedure are subject to search by the Lobby Officer even if the staff member is not selected to pass the metal detector.
6. MSP/MCE staff are also subject to reasonable suspicion searches.
 - a. The level of the search will be determined by the probable threat, degree of suspicion, or court order. Unclothed body searches (strip searches) can only be authorized with a search warrant.
 - b. The Lobby Officer will ask for the employee's cooperation prior to any search, however, lack of cooperation does not mean that a search will not be conducted. Employees who refuse routine, random or reasonable suspicion searches will not be allowed access to the facility. The employee may be subject to disciplinary action for non-cooperation with searches.

J. Construction Contractor Entrance Badges

1. The designated MSP/MCE Construction Project Manager will coordinate the establishment and updates to the list of authorized contractors who are involved with construction projects. The Check Point Officer will require contractors who are involved with construction projects to exchange their personal identification card for a contractor's entrance badge at the Check Point.
 - a. Contractor entrance badges will be of a standard type (*see attachment D*). The badges may include a photo of the contractor to aid in the identification process for projects that are longer in duration.
 - b. The designated MSP/MCE Construction Project Manager will develop and update construction related information (including, but not limited to, an authorized contractors list, schedules, and time lines) and will forward copies of this information to Check Point, the Command Post, and assigned Construction Officers.

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2. Contractors who are not involved with construction projects will be allowed access to the facility as outlined in other sections of this operational procedure.

K. Staff Family

1. MSP/MCE staff family will be allowed access to the MSP/MCE property and facilities as outlined in *MSP 1.1.10, MSP/MCE Tours*.
2. MSP/MCE Staff family entering either the outside or the inside of the secured fenced perimeter will not be required to have a background check.
3. They must be escorted at all times by a MSP/MCE staff member.
4. Staff family going to locations outside of the secured fence perimeter will be cleared through Check Point by telephone contact with the Shift Commander and MCE Administrator, verifying the destination, staff escort person, and nature of business.
5. An Entrance Authorization form is required in advance of the visit for staff family entering the secure fenced perimeter. All MSP/MCE staff family must be processed into the secure fenced perimeter and DOC Work & Reentry Center by the Wallace Building Lobby Officer.

L. Vehicular Sallyports: Tower I, Tower III, Tower IV, MDIU and Guard Station

1. The MDIU sallyport is the primary entrance for traffic involving staff and inmate movement in and out of the MDIU compound. The sallyport gates will be remotely activated by controls located in MDIU control cage when Tower III is not manned. The staff assigned this post must monitor all traffic through this sallyport to determine the purpose for entry or exit.
2. Tower I Sallyport - the Tower I sallyport is the primary entrance for traffic involving inmate transportation or emergency medical responders in and out of the secure perimeter of MSP. The sallyport gates will be remotely activated by controls located in Tower I. To ensure a high level of security, the staff assigned this post must monitor all traffic through this sallyport to determine the purpose for entry or exit.
3. The Rear Guard Station is a secondary point of entry into MSP and is located at the east perimeter of the main facility compound. It is the primary vehicular entrance for the Industries Compound. Officers assigned to this post must process all incoming / outgoing vehicle and foot traffic as outlined in their specific post orders, but the following basic guidelines for entry and exit will also be followed:
 - a. Entry:
 - 1) Only those persons and vehicles and/or occupants that meet MSP requirements for entry and that have staff escort will be permitted to enter the sallyport (between the gates).
 - 2) When non-staff persons arrive, the Tower Officer will ensure those requesting entry meet the requirements for non-staff entry into the secure perimeter before opening the sallyport gates.
 - 3) The Tower Officer must receive clearance from the Shift Commander before allowing any vehicle to enter the secure perimeter through both sallyport gates.
 - b. Departure: The Tower Officer will not allow any non-staff person to leave the secure perimeter through the sallyport unless they have staff escort, and the staff escort has instructed the Tower Officer to allow exit.
4. For vehicles entering the Rear Guard Station, officers will apply the following:

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- a. Stop all incoming vehicles between the sallyport gates, and instruct the occupant(s) to shut off the vehicle engine, remove the keys, exit the vehicle, and stand clear of the vehicle.
- b. Ensure vendor vehicles have been cleared by a MSP/MCE supervisor prior to allowing them inside the gates of the Rear Guard Station. Inmates from outside work crews may be authorized by their supervisors to enter the industries compound to deliver/pickup equipment at the MVM location or conduct other assigned duties.
- c. Complete a detailed search of all authorized vehicles.
- d. Conduct pat and/or random hand wand metal detector searches of all inmate occupants.
- e. Review the cargo manifest of delivery vehicles to determine if any contraband may be on board meant for other destinations. If so, the delivery must be off-loaded to a secure location outside the perimeter under staff supervision or the delivery will be declined. For non-MSP/MCE staff, exchange the driver's identification card for a MSP visitor's badge (escort required). Obtain confirmation of destination from staff at the intended delivery point, and/or through other records of authorization maintained at the post. The arrival of the vehicle will be relayed by phone to staff at the destination point, which will provide an escort into the Industries Compound. No delivery vehicles will be allowed through the sallyport without staff escort. Staff escorts will remain with the driver at all times while it is inside the Industries Compound or secure fenced perimeter.
- f. Authorized freight deliveries made inside the Industries Compound and the secure fenced perimeter will be off loaded as quickly as possible. During the loading or unloading of any cargo, the staff responsible for the freight will maintain constant supervision of the cargo area until the process is completed. At that time, the staff responsible for the freight will secure the cargo area.

M. Packages

1. Packages delivered to MSP/MCE will be initially screened and checked at the MSP Warehouse by appropriate staff prior to delivery to a work location inside or outside of the secure fenced perimeter. Officers manning the entrance posts will perform an additional search of these items when they enter the secure fenced perimeter or the Industries Compound.
2. Mail and small packages delivered by the postal service will be processed through the MSP Mail Room.
3. Inmates carrying tools, parts, raw materials or other items for work operations will be cleared by their MSP/MCE supervisors and searched by security staff prior to going into or out of the secure fenced perimeter.
4. Staff that wish to exchange gifts (holidays, birthdays, etc.) must use a gift bag and leave the items unwrapped.

N. Food Items

Staff wishing to bring food in for staff gatherings (birthdays, potlucks, etc.) inside the secure fenced perimeter must have written authorization from the Shift Commander (with their signature). Food items for normal individual lunch breaks are not subject to this pre-approval process, but are subject to search procedures upon entry.

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1. Food items brought in for an authorized event / function will be exclusive to staff consumption. They are not intended for staff / inmate socialization activities.
2. Preferably events / functions with food products brought in by staff should be held in the Large or Small Classroom in the Wallace Building (reserved in advance), but they may be held in the appropriate location within the work area either inside or outside of the secure fenced perimeter.
3. It is the responsibility of the staff and supervisor of the area to ensure that appropriate cleanup and food disposal is completed at the end of the event / function.
4. On a case by case basis, food items may be approved for a facility approved special inmate event (i.e. Steps Program).
5. Events / functions related to staff organized bake sales or raffles will be held in the Wallace Building or MCE Ranch Office, not inside the secure fenced perimeter.

O. Rear Guard Station – Change House - Tower I Inmate Traffic

1. On a case-by-case basis, the Rear Guard Station, Tower I, or Change House officers may allow inmates who are housed at the Work and Re-entry Center entry into the secure fenced perimeter through the gates/doors they operate at their respective posts.
 - a. Generally the access through the Tower I gates will be for medical services at the Infirmary or pre-approved events at the RAC, BOP hearings area, or other designated locations.
 - b. Access into the secure perimeter through the Change House will be limited to events approved in advance.
2. Inmates living and /or working outside the secured fenced perimeter and entering the Industries Compound through the Rear Guard Station will be authorized by the appropriate staff person through a telephone call or radio transmission to the Rear Guard Station Officer to make deliveries, pick up items or deliver/pick up vehicles or equipment at MVM. The inmate will be identified by a picture identification card, pat or strip searched, and/or pass the metal detection system.
3. At no time will outside work crews (3 or more inmates) that live at the WRC enter the Industries Compound without being accompanied by a supervisor or cleared in advance for a specific purpose or project.

P. Records

Entrance post staff will maintain logbooks at each entrance post to enable staff to reconstruct all visitor traffic through that post/point.

1. Log entries will include date, name, and times in and out, department visited, and by whose authority the entry was granted.
2. This log will be in bound form and will be reviewed and initialed by supervisory staff when they visit the post.
3. The logbook will be reviewed on a random basis by Command Post staff or higher during routine security rounds of the facility.
3. The logbook will be forwarded to the Shift Commander when it's full.
5. These logbooks will be maintained and retained in accordance with *MSP 3.1.3, MSP Logs & Record Keeping System*.
6. Copies of *Entrance Authorization forms* are to be kept on file in Command Post for one month, after which they will be forwarded to the Property office for archive.

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IV. CLOSING

Questions concerning this procedure will be directed to the Shift Commander.

V. ATTACHMENTS

MSP /MCE Prohibited Items List	attachment A
MSP / MCE Entrance Authorization Form	attachment B
MSP / MCE Entrance Badge Category Chart	attachment C
MSP / MCE Entrance Badge Photos	attachment D

MONTANA STATE PRISON / MONTANA CORRECTIONAL ENTERPRISES PROHIBITED ITEMS LIST

The following items are **not allowed** to be brought inside of Montana State Prison by staff or visitors. If an item is allowed on MSP/MCE property, it will be noted as such:

Weapons – Includes, but is not limited to firearms, ammunition, knives, aerosol gas, O.C., pepper spray, Kubaton, electronic stunning devices, explosives and impact munitions.

MSP/MCE Property: The preceding items are not allowed on MSP/MCE property with the exception of firearms, ammunition and knives, which are allowed for hunting purposes above the power line.

Metal items that could be used as a weapon or classified as a tool. Includes, but is not limited to, scissors, letter openers, multi-tools (Leatherman), metal coffee cans, foods in metal containers, pop cans, etc. Food items in a metal container should be transferred to an appropriate non-metal or clear food container and only reasonable amounts brought in at one time.

Long Shank Umbrellas. Small collapsible umbrellas are allowed.

Alcoholic beverages or alcohol substitutes.

Illegal Drugs and/or drug paraphernalia (including legal marijuana) and controlled substances.

Prescribed medication, inhalers and diabetic items are allowed, but the supervisor must be made aware of the medication or medical items. The items allowed needs to be controlled by the person and be in an appropriate quantity for the day or no longer than a week. Over the counter medication (aspirins, antacids, etc.) in the original container is allowed and must be appropriately controlled.

Tobacco products, substitutes or paraphernalia (smoking and/or chew items) will not be allowed within the Wallace building or within the secure perimeter as outlined in procedure and statutory authority. Cigarette lighters or matches of any kind are not allowed. Staff who have these items must secure them in their personal vehicles. Battery operated lighters will be allowed in work areas outside of the secure perimeter where lighting torches, branding heaters, wood stoves, etc. is required.

Personal Communication Devices (Cellular telephones, Smart Phones, Blackberries, I-Pads, Tablets), CD players, portable DVD players, electronic games, recording equipment, video and still cameras (including batteries), radio communication devices, generally will not be allowed. Cell phones, I- Pads and Tablets will be allowed in the Wallace Building, but are prohibited inside of the secure perimeter, unless approved in writing by the Warden. MSP/MCE supervisors who work outside of the fenced perimeter may be authorized the use of cell phones for business use through the MCE Administrator. Any electronic equipment exception must be authorized in advance by the Shift Commander or higher in writing. Small lockers for cell phones, personal keys, etc. in the front entrance of the Wallace Building should be used for securing items if an employee's work location is inside the secure perimeter.

I-pods, MP-3 (or other music devices).

Currency or coin in excess of \$20.00

Personal handcuff keys, restraints, handcuffs, key retainers, etc.

Excessive personal keys – maximum of 10, including car remotes.

Sexual material or paraphernalia.

Personal computers or peripherals such as zip drive, thumb drives, personal computer discs, etc.). The use of personal computers or peripherals in the work area should be rare and the person must have written authorization from the Shift Commander or higher to bring one into the facility for use in the Wallace Building. State issued computers or peripherals appropriately identified as state issued are allowed without written authorization. Computers for Board of Pardons and Parole staff and board members are allowed in the Parole Board Room and Wallace Building.

Containers – purses, excessively large bags, glass containers, etc. are not allowed. Gear bags, backpacks or similar items for staff clothing related to workouts or change of clothing are allowed and must be secured in staff lockers in the Wallace Building, locked staff offices or appropriate lockable lockers located inside the fenced compound, when not in use. A standard size briefcase or tote, which can be easily searched, is allowed. Clear bags or containers are allowed in the secure facility perimeter after clearance by the lobby officer. Special authorization for medically necessary containers must be approved in writing by the shift commander. Containers allowed by policy will be subject to search by the lobby officer prior to being allowed into the Wallace Building.

Liquid Glass Containers. Non-glass containers, water bottles, plastic, coffee shop, or paper containers with or without lids are allowed.

Caustic, toxic or flammable materials.

Newspapers – staff may bring in personal reading material, such as a book, for use during authorized break periods. Use of personal reading material will not interfere with the staff's assigned duties.

Food Items for Inmates. Food items for inmates or inmate activities are not allowed to be brought in by staff unless authorized in advance by the Associate Warden of Security or higher. Food items for staff meals or activities are allowed in the Wallace Building and staff work areas throughout the facility. Food items brought in should be in the original packaging or in a searchable container or bag. Only a reasonable quantity of food to be consumed by staff should be brought into the facility at any one time.

Personal Tools and Equipment unless approved in advance in writing by the Shift Commander or higher.

NOTE: If entrance post staff have any questions as to whether or not an item is allowed or may be considered contraband, they must contact the shift commander for authorization.

MSP / MCE ENTRANCE AUTHORIZATION FORM

Purpose of Authorization: ☐ Outside Guest ☐ Special Activity ☐ Volunteer ☐ Other: _____

Date of Visit / Event: ____ / ____ / ____ **Time Frame:** Arrival: ____ hrs. Departure: ____ hrs.

Name of Staff Sponsor/Escort & Department: _____
(print & sign name) (department)

	Name (first & last)	Name (first & last)
Names of Staff Participants:	_____	_____
	_____	_____
	_____	_____

Names of Outside Participants:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Background Checks: ☐ Approved ☐ Disapproved

Entrance Search Required? ☐ Yes ☐ No

AGENDA: _____

Location: _____	Arrive: _____ hrs.	Leave: _____ hrs.
Location: _____	Arrive: _____ hrs.	Leave: _____ hrs.
Location: _____	Arrive: _____ hrs.	Leave: _____ hrs.
Location: _____	Arrive: _____ hrs.	Leave: _____ hrs.
Location: _____	Arrive: _____ hrs.	Leave: _____ hrs.

Special Notations: _____

Special Equipment / Tools: _____

Shift Commander: _____
(print & sign name) ☐ Approved ☐ Disapproved

Copies to:	<input type="checkbox"/> Warden	<input type="checkbox"/> Command Post	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Deputy Warden	<input type="checkbox"/> Check Point	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Associate Wardens	<input type="checkbox"/> Associate Warden of Security	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Main Control	<input type="checkbox"/> Lobby Officer	<input type="checkbox"/> Other _____

(Original forms will be kept on file in the Command Post for one month then archived at the property office)

MSP / MCE ENTRANCE BACKGROUND CHECK FORM

Purpose / Reason for Background Check Request: _____

Date of Entrance for the Function / Activity: ____/____/____

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name: _____

Soc. Sec. No.: _____

☐ Male ☐ Female

Date of Birth: ____/____/____

☐ Approved ☐ Disapproved

Name of Staff Sponsor/Escort & Department Requesting Background Checks on the above individuals:

(print & sign name) (department) ____/____/____
(date)

Name of Staff Member Conducting the Background Checks (CJIN operator):

(print & sign name) (department) ____/____/____
(date)

Instructions:

Fill out the above sections for each individual you are requesting entrance authorization for and mail or fax it to the MSP Public Information Officer at least 15 days prior to the date the individuals above will be arriving at MSP.

MSP/MCE ENTRANCE BADGE CATEGORIES FOR SECURE PERIMETER ENTRANCE

ID Category	Persons issued this ID or Badge	Clearance/Search/Escort Requirements
Inmate Visitor (orange)	<input type="checkbox"/> Authorized inmate social visitor	<input type="checkbox"/> Background check <input type="checkbox"/> Proper personal identification card <input type="checkbox"/> Metal detector and/or pat search <input type="checkbox"/> Belongings search <input type="checkbox"/> Staff escort
Official Visitor (Badge is Red with white background)	<input type="checkbox"/> Official business persons <input type="checkbox"/> Local, state, & federal law enforcement officials <input type="checkbox"/> Private, state, & federal correctional staff <input type="checkbox"/> Legislators <input type="checkbox"/> Judiciary members <input type="checkbox"/> Public officials <input type="checkbox"/> Government prosecuting attorneys <input type="checkbox"/> DOC Advisory Committee members <input type="checkbox"/> DOC staff other than "Core Group" members <input type="checkbox"/> New MSP/MCE staff & contract provider trainees <input type="checkbox"/> Other dignitaries	<input type="checkbox"/> Administrative authorization (<i>form or verbal</i>) <input type="checkbox"/> Proper personal identification card <input type="checkbox"/> Staff escort <i>Official Visitors are not subject to entrance search procedures.</i>
Visitors (Badge is red with white background)	<input type="checkbox"/> Inmate legal visitors <input type="checkbox"/> Volunteers (during & after training) <input type="checkbox"/> Tour group members <input type="checkbox"/> Job interview applicants <input type="checkbox"/> Attendees or witnesses to public meetings, BOPP hearings or other authorized hearings/meetings <input type="checkbox"/> Contractors who are not construction contractors	<input type="checkbox"/> Administrative authorization (<i>form or verbal</i>) <input type="checkbox"/> Proper personal identification card <input type="checkbox"/> Metal detector and/or pat search <input type="checkbox"/> Belongings search <input type="checkbox"/> Staff escort
Vendors (Badge is red with white background)	<input type="checkbox"/> Vendors <ul style="list-style-type: none"> ➤ Delivery persons ➤ Business associates ➤ Service/repair technicians ➤ Consultants ➤ Salespersons ➤ Other 	<input type="checkbox"/> Administrative authorization (<i>form or verbal</i>) <input type="checkbox"/> Proper personal identification card <input type="checkbox"/> Metal detector and/or pat search <input type="checkbox"/> Belongings search <input type="checkbox"/> Staff escort
Staff Family (Badge is red with white background)	<input type="checkbox"/> MSP/MCE staff family members	<input type="checkbox"/> Administrative authorization (<i>form or verbal</i>) <input type="checkbox"/> Proper personal identification card <input type="checkbox"/> Staff escort <i>MSP / MCE staff family members are not subject to entrance search process.</i>
MSP/MCE Staff (Issued MSP/MCE Employee ID card and chit)	<input type="checkbox"/> Full time MSP/MCE staff <input type="checkbox"/> Trained part-time/contract service providers <input type="checkbox"/> DOC Staff Core Members <input type="checkbox"/> BOPP staff and board members	<input type="checkbox"/> Metal detector <input type="checkbox"/> Belongings search <i>(these will be from daily 'random number')</i> NOTE: BOPP staff and board members are not subject to entrance search process
DOC Staff (Issued DOC ID card)	<input type="checkbox"/> DOC staff that are not Core Members and do not routinely work at the MSP/MCE facility.	DOC staff are only required to show their state issued ID card. <i>They do require staff escort.</i>
Construction Contractor (Badge is Green with a white background)	<input type="checkbox"/> Construction project contractors	<input type="checkbox"/> Administrative authorization (<i>form or verbal</i>) <input type="checkbox"/> Background check <input type="checkbox"/> Proper personal identification card <input type="checkbox"/> Metal detector <input type="checkbox"/> Belongings search <input type="checkbox"/> Staff escort

NOTE: Entrance post officers will maintain the necessary logbooks to document the arrival & departure of all individuals above except for MSP / MCE staff who work at MSP / MCE.

MSP / MCE Entrance Badge Photos

